

Arizona State Library, Archives and Public Records

Records Retention Schedule for the Arizona State Parks State Historic Preservation Office

Schedule Number: 77-12-5

Authorization and Approval

Pursuant to ARS §41-151.12, the retention periods listed herein are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to request a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend or decrease records retention periods. **Public records, including electronic records not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.**

Approval Recommended

James Garrison . 1/26/12

James Garrison, the State Historic Preservation Officer
Arizona State Parks

Approved


Lisa Maxwell

Lisa Maxwell, Director
Records Management Division
Arizona State Library, Archives and Public Records

Date Approved: January 30, 2012

**Records Retention Schedule for
Arizona State Parks
State Historic Preservation Office**


<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
1.	Certified Local Government Program Records a. Ordinances b. Correspondence c. Certifications d. Pass Through Project and Fiscal Records (including covenants, scope of work and photographs)	Permanent 2 Permanent Permanent	Preserve pursuant to ARS §39-101. Transfer to State Archives when administrative value has been served. After sent or received Preserve pursuant to ARS §39-101. Transfer to State Archives when administrative value has been served. Preserve pursuant to ARS §39-101. Transfer to State Archives when administrative value has been served.
2.	Economic Recovery Tax Act Records (Federal)	Permanent	Preserve pursuant to ARS §39-101. Transfer to State Archives when administrative value has been served.
3.	State Property Tax Records	Permanent	Preserve pursuant to ARS §39-101. Transfer to State Archives when administrative value has been served.
4.	Federal End of Year Reports	5	After federal fiscal year created or received
5.	National Register Records	Permanent	Preserve pursuant to ARS §39-101. Transfer to State Archives when administrative value has been served.
6.	Arizona Site Stewards Program Records - Site Kits	1	After site becomes inactive

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Records Management Division
Arizona State Library, Archives and Public Records

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Item # Records Series Retention (Yrs.) Start of Retention

7.	Publications (including brochures, newsletters, annual reports, and other related records)	Permanent	Preserve pursuant to ARS §39-101. Send 6 copies to the Arizona State Library, Archives and Public Records/Law and Research Division/State Documents
8.	Review and Compliance Records a. Reports (including survey, testing, monitoring, data recovery, condition assessments, State level building documentation, Historic, American Building Survey and Historic American Engineering Records (HABS/HAER))	Permanent	Preserve pursuant to ARS §39-101. Transfer to State Archives when administrative value has been served.
	b. Determinations of Eligibility and Support Justification Records	Permanent	Preserve pursuant to ARS §39-101. Transfer to State Archives when administrative value has been served.
	c. General Project Correspondence	5	After project completed
	d. Agreements (including Memoranda of Agreements and Programmatic Agreements)	Permanent	Preserve pursuant to ARS §39-101. Transfer to State Archives when administrative value has been served.
	e. Easements and Covenants	Permanent	Preserve pursuant to ARS §39-101. Transfer to State Archives when administrative value has been served.
10.	State Plans and Context Studies	Permanent	Preserve pursuant to ARS §39-101. Send 6 copies to the Arizona State Library, Archives and Public Records/Law and Research Division/State Documents
11.	Annual Work Plans	10	After plan completed

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Records Management Division
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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
12.	State Historic Preservation Office Program Certifications	Permanent	Preserve pursuant to ARS §39-101. Transfer to State Archives when administrative value has been served.
13.	Azsite User Applications	10	After application not renewed or user rights revoked
14.	FCC Form 620 and 621 Applications	Permanent	Preserve pursuant to ARS §39-101. Transfer to State Archives when administrative value has been served.
	a. Survey Report		
	b. All other records	2	After created or received

Supersedes schedule dated November 8, 2006

Disposition Schedule for

Arizona State Parks

State Historic Preservation Office

AWM-HPO00

<i>Record Series</i>	<i>RS Code</i>	<i>Old Schedule Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
Certified Local Government Program Records - Ordinances	812	—	—	25	Perm	Transfer to State Archives when administrative value served	77-12-5 Item #1.a
Certified Local Government Program Records - Correspondence	813	—	—	2	2	After calendar year created	77-12-5 Item #1.b
Certified Local Government Program Records - Certifications	814	—	—	25	Perm	Transfer to State Archives when administrative value served	77-12-5 Item #1.c
Certified Local Government Program Records - Pass Through Project and Fiscal	815	—	—	25	Perm	Transfer to State Archives when administrative value served	77-12-5 Item #1.d

AWM-HPO00

Disposition Schedule for

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State Historic Preservation Office

AWM-HPO00

<i>Record Series</i>	<i>RS Code</i>	<i>Old Schedule Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
Economic Recovery Tax Act (Federal)	816	—	—	25	Perm	Transfer to State Archives when administrative value served	77-12-5 Item #2
State Property Tax Records	817	—	—	25	Perm	Transfer to State Archives when administrative value	77-12-5 Item #3
Federal End Of Year Reports	818	—	—	5	5	After federal fiscal year created or received	77-12-5 Item #4
National Register Records	819	—	—	25	Perm	Transfer to State Archives when administrative value served	77-12-5 Item #5
Arizona Site Stewards Program - Site Kits	820	—	—	1	1	After site becomes inactive	77-12-5 Item #6

AWM-HPO00

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AWM-HPO00

<i>Record Series</i>	<i>RS Code</i>	<i>Old Schedule Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
Publications	821	—	—	25	Perm	Send 6 copies to the Arizona State Library, Archives and Public Records / Law and Research Division / State Documents	77-12-5 Item #7
Review and Compliance Records - Reports	822	—	—	25	Perm	Transfer to State Archives when administrative value served	77-12-5 Item #8.a
Review and Compliance Records - Determinations of Eligibility	823	—	—	25	Perm	Transfer to State Archives when administrative value served	77-12-5 Item #8.b
Review and Compliance Records - General Project Correspondence	824	—	—	5	5	After Project Completed	77-12-5 Item #8.c

AWM-HPO00

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AWM-HPO00

<i>Record Series</i>	<i>RS Code</i>	<i>Old Schedule Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
Review and Compliance Records - Agreements	825	—	—	25	Perm	Transfer to State Archives when administrative value served	77-12-5 Item #8.d
Review and Compliance Records - Easements and Covenants	826	—	—	25	Perm	Transfer to State Archives when administrative value served	77-12-5 Item #8.e
State Plans and Context Studies	827	—	—	25	Perm	Send 6 copies to the Arizona State Library, Archives and Public Records / Law and Research Division / State Documents	77-12-5 Item #10
Annual Work Plans	828	—	—	10	10	After Plan Completed	77-12-5 Item #11

AWM-HPO00

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AWM-HPO00

<i>Record Series</i>	<i>RS Code</i>	<i>Old Schedule Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
State Historic Preservation Office Program Certifications	829	—	—	25	Perm	Transfer to State Archives when administrative value served	77-12-5 Item #12
Azsite User Applications	830	—	—	10	10	After application not renewed or user rights revoked	77-12-5 Item #13
FCC Form 620 and 621 Applications - Survey	831	—	—	25	Perm	Transfer to State Archives when administrative value served	77-12-5 Item #14.a
FCC Form 620 and 621 Applications - All Other Records	832	—	—	2	2	After created or received	77-12-5 Item #14.b

AWM-HPO00